

# West Malvern Parish Council

## Minutes of the Parish Council Meeting held on Monday 14<sup>th</sup> September 2015 in The Fisher Hall.

### Present

Cllrs. Mr W Shearer (Chairman), Mrs C Bower, Mrs J Burford,

### In Attendance

County and District Cllr. Prof J Raine; District Cllr. Mr J Roskams; Mr C Rouse (Malvern Hills Conservators); Mr D Sharp (Clerk).

Before the meeting Mr & Mrs Dutton reported that profits from the Social Club quiz nights were being allocated towards the purchase of a defibrillator for the village. Both County and District councillors had agreed to support the venture and also possibly WestFest. It was hoped that the unit could be placed either in the telephone box by the Village Hall, on the wall of the Hall itself or at the Social Club. If successful another unit might be placed at the southern end of the village.

### 98/15 Apologies

**To consider acceptance of apologies for absence from Councillors:**

Mrs E Harnden, Ms S Rouse, Mr A Turner (accepted).

### 99/15 Interests

- i. **Councillors Declarations of Disclosable Pecuniary Interests (DPI) and Other Disclosable Interests (ODI) regarding items on the agenda:** There were none.
- ii. **Notification of changes to the register of interests:** There were none.
- iii. **To consider written requests from councillors for the council to grant a dispensation for those with Disclosable Interests to take part in discussions or voting. (Written requests to be with the clerk at least 4 clear days prior to a meeting.):** There were none.

### 100/15 Co-Option

**To consider applications for co-option to the Parish Council:** Mr C Rouse was co-opted unanimously and duly completed his acceptance of office.

### 101/15 Reports from other representatives

**To receive reports from County and District Councillors, Malvern Hills Conservators, Tree and Footpath Wardens:**

**County Cllr. J Raine** reported that there was a meeting on 3<sup>rd</sup> September and the issue of housing Syrian refugees was to be discussed.

**District Cllr. J Roskams** reported that the SWDP had been published following the inspector's report and was to be presented for approval at the meeting in September. Following a further round of public consultation it was likely to be adopted in March 2016.

**Chris Rouse** confirmed that elections for representatives to the Malvern Hills Conservators were to be held next month. It was possible that some remodelling of the organisation may take place.

### 102/15 Minutes

**To consider for adoption the minutes of the last Parish Council meeting:** The minutes of the Parish Council Meeting held on 13<sup>th</sup> July were approved and signed by the Chairman.

### 103/15 Progress Reports and other matters arising from the minutes

No matters were discussed.

### 104/15 Planning

**To consider a responses to the following applications:**

Application No	From	Details
15/00906/HOU	Mr S Booth 142A West Malvern Rd	Raised decking at the rear of the property. Porch and mono-pitched roof to front of property.
15/01023/HOU	Ms K Martin Valinor, Blackheath Way	Replacement of existing conservatory with two storey extension (ground and lower ground floors).
15/01028/HOU	Mr S Copeland Woodcrest Blackheath Way	Amendments to planning permission 14/01254/HOU. Replace existing flat roof to garage with duo pitched roof with profiled concrete tiles to match existing. K-rend external rendering to the existing front walls to the extents shown on the drawings. Form toilet in position of existing porch and reposition front door. Form flat roofed canopy over entrance area.

No objections were to be raised to any of the applications.

#### 105/15 Bluebell Field

**To consider a new tenancy agreement with The Madresfield Estate expiring March 2018:** This was agreed and the papers were signed by the Chairman and Cllr. Bower and witnessed by the Clerk.

#### 106/15 Playing Fields

The Chairman and Clerk had met with Steve Dallow from Malvern Vale Football Club who were searching for a pitch on which to play home games. The lack of facilities at West Malvern were clearly an obstacle and it was made clear that no funding was available from the Parish Council.

The Clerk had asked for suggestions from the public for uses for the newly cleared bank above the football pitch. A bmx bike track and a hazel woodland had been suggested. Further discussions to take place.

The Clerk confirmed that he had made a 3<sup>rd</sup> treatment of the Japanese Knotweed. He was to investigate the possible need for a licence from the end of November.

#### 107/15 Allotments & Community Woodland

The Chairman and Clerk had removed two further trees from the area near the glade, with several more still to be cut. The concrete pads for the benches were still to be installed.

The Chairman had contacted Age UK regarding the lack of cultivation at their plot and was awaiting a response.

#### 108/15 Highways & Footpaths

Following a fire at the gas lamp near The Brewers Arms it was necessary to renovate the damaged lantern which had been removed by Brian Harper. The Clerk had requested a quotation for the necessary work which he was to send to National Grid who were considered responsible for the damage. A quotation to renovate the terminus bus shelter for £350 was approved.

#### 109/15 Finance

##### **i. To receive reports from Internal and External Auditors and to consider any appropriate action:**

Both reports had been circulated and two issues had been identified by the External Auditor: Firstly the lack of a Fidelity Guarantee which was incorrect since the insurance policy clearly stated that there was a liability limit of £250,000. Secondly the lack of a more robust day to day internal control procedure. The Clerk had submitted the standard procedures which all Parish Councils adhered to but this was considered insufficient. The Clerk was to enquire what other measures were necessary and report back.

##### **ii. To review the effectiveness of the Internal Audit:**

The Internal Audit was considered and agreed to be suitable for the Parish Council's needs.

##### **iii. Approval of payments due:**

The following payments were made between meetings and ratified:

From/Due to	Date	Amount	Details
Playdale	10/08	£123.53	Swing Seats (X2)
DA Sharp	10/08	£323.28	Clerk's Fees (£404.08 gross SP25)
	<b>Total</b>	<b>£446.81</b>	

The following payments were approved.

From/Due to	Date	Amount	Details
J Moore	06/08 30/08	£236.00	Lengthman (Jul/Aug)
SF Creamer	31/07 31/08	£100.00	Bus Shelter Cleaning (Jul/Aug)
Malvern Hills District Council	07/08	£26.49	Election Costs
Sight Design	14/09	£1,483.68	Gas Lamp Maintenance
Grant Thornton	12/09	£150.00	External Audit Fee
DA Sharp	14/09	£323.28	Clerk's Fees (£404.08 gross SP25)
	<b>Total</b>	<b>£2,319.45</b>	

After these payments are made bank balances will be as follows:

<b>Savings Account B/F</b>	<b>£14,471.48</b>
<b>Savings Account C/F</b>	<b>£14,471.48</b>

<b>Community Account B/F</b>	<b>£7,959.23</b>
WCC Lengthman	£354.00
Previous Payments	-£446.81
September Payments	-£2,319.45
<b>Community Account C/F</b>	<b>£5,546.97</b>

**110/15 Correspondence***To consider the following correspondence previously circulated:*

FROM	* email	SUBJECT
Misc.	*	Lower Dingle Gas Lamp
David Woosey	*	Local Roads
Madresfield Estate	*	Bluebell Field Agreement
Clerk	*	Internal & External Audit Reports
Misc	*	Uses For Playingfields Bank
Age Uk	*(i)	Forget Me Not Service
MHDC	*	Showcase of Services for Older People Event
MHDC	*	SWDP Briefing 10/09
MHDC	*	Parish Conference 5/10
MHDC	*	Printing Services
MHDC		Code of Conduct
Grant Thornton		External Audit
CPRE		Countryside Voice

(i) A decision whether to make a donation to the organisation would be made later in the year.

**111/15 Councillors' items for Report**

Nothing further was discussed

**112/15 Next Meeting**

The date of the next Parish Council Meeting was confirmed as Monday 12<sup>th</sup> October 2015 in the Fisher Hall.

There being no further business the meeting closed at 9.10 pm.